

Activity: **4.10**
Conduct Structured Walkthroughs

Responsibility: Project Manager, Work Product Author and Reviewers

Description: This section describes the structured walkthroughs that are used with the software engineering methodology. The structured walkthrough is an organized procedure for reviewing and discussing the technical aspects of software or systems engineering work products including documentation. Structured walkthroughs are used to find errors early in the development process and to improve the quality of the product. They are very successful in identifying design flaws, errors in analysis or requirements definition, and validating the accuracy and completeness of deliverable work products.

Structured walkthroughs are conducted during all stages of the project lifecycle. They are used during the development of work products identified as deliverables. Structured walkthroughs are used after the work products have been completed to verify the correctness and the quality of the finished product. They should be scheduled in the work breakdown structure developed for the project plan and can be referred to as code reviews, design reviews, or inspections. Structured walkthroughs should also be scheduled to review small, meaningful pieces of work. The progress made in each lifecycle stage should determine the frequency of the walkthroughs; however, they may be conducted multiple times on a work product to ensure that it is free of defects.

Structured walkthroughs can be conducted at various times in the development process, in various formats, with various levels of formality, and with different types of participants. They typically require some advance planning activities, a formal procedure for collecting comments, specific roles and responsibilities for participants, and have prescribed follow-up action and reporting procedures. Frequently reviewers include people outside of the developer's immediate peer group.

During the Requirements Definition Stage, schedule at least one structured walkthrough to review each of the Requirements Definition Stage deliverables, i.e., Continuity of Operations Statement/Plan, Software Requirements Specification, Project Test Plan, and draft of the Acceptance Test Plan.

Note: A structured walkthrough is an effective project management tool that is recommended for all projects regardless of size; however, if an item has gone through a prior formal structured walkthrough, and the modifications are minor, a less formal review may be warranted.

Work Product: A Structured Walkthrough Meeting Record is available to assist the reviewers with recording errors found prior to the walkthrough session, and for the scribe to record information discussed during the walkthrough. The Project Manager ensures the presenter or author of the work product completes a Structured Walkthrough Management Summary Report and a copy is placed in the Project File.

Reference: Appendix C, *Conducting Structured Walkthroughs*, provides a procedure and sample forms that can be used for structured walkthroughs.